

UK Employer Skills Survey 2024

QUESTIONNAIRE

Screenener

ASK ALL

S2. My name is NAME, calling on behalf of [IF ENGLAND (COUNTRY=1): the Department for Education (DfE)] [WALES (COUNTRY=4): the Welsh Government] [NI (COUNTRY=2): the Department for the Economy in Northern Ireland] [SCOTLAND (COUNTRY=3): the Scottish Government]

NAMED SAMPLE: I would like to speak to [NAME] please.

IF SAMPLE NOT NAMED [IF NAMED SAMPLE THEN SHOW AS 'ADD IF NECESSARY' TEXT]: I would like to speak to the person in charge of HR and training please.

1. Respondent answers phone. CONTINUE.
2. Transferred to responded/ referred to someone else at site. CONTINUE.
3. Hard appointment. MAKE APPOINTMENT.
4. Soft appointment. MAKE APPOINTMENT.
5. Refusal. THANK AND CLOSE.
6. Refusal company policy. THANK AND CLOSE.
7. No one at site to answer questions. THANK AND CLOSE.
8. Not available in deadline. THANK AND CLOSE.
9. Named respondent/ best person to answer works from home - no direct contact given. TAKE DETAILS AND SEND WFH EMAIL.
10. Needs reassurances. SHOW REASSURANCE TEXT.
11. Request reassurance email. COLLECT EMAIL AND SEND REASSURANCES.
12. Terminate interview. THANK AND CLOSE.

ASK ALL

S3. [IF S2#1: Good morning/afternoon, my name is NAME and I am calling on behalf of [IF ENGLAND (COUNTRY=1): the Department for Education (DfE)] [IF WALES (COUNTRY=4): the Welsh Government] [IF NI (COUNTRY=2): the Department for the Economy in Northern Ireland] [IF SCOTLAND (COUNTRY=3): the Scottish Government] from IFF Research.]

The reason for my call today is that we are speaking with organisations to help the Government assist employers by better understanding needs in terms of skills, training, and employment.

Your participation today could contribute to shaping government policy in these areas and ensure organisations like yours have the support they need to address these challenges in the future. It would be helpful to cover these questions together now, please?

IF NECESSARY: If you would like, we will also email you a summary report of our findings as a thank you for taking part once the research has been completed.

The call today will take approximately [IF SIZE=1-4: 20 minutes] [IF SIZE=5-7: 20 to 25 minutes] depending on the answers given.

IF NECESSARY: If you would like to confirm the validity of the survey, the Department of Education [IF NI/SCOTLAND/WALES (COUNTRY=2-4): who are also partners on this study] have included the project on their research webpage. I can provide the link to this if you'd like?

www.gov.uk/government/organisations/department-for-education/about/research

1. Yes, continue. CONTINUE.
2. Definite appointment. MAKE APPOINTMENT.
3. Soft appointment. MAKE APPOINTMENT.
4. Refusal. THANK AND CLOSE.
5. Refusal - company policy. THANK AND CLOSE.
6. Refusal - taken part in recent survey. THANK AND CLOSE.
7. Not available in deadline. THANK AND CLOSE.
8. Needs reassurances. SHOW REASSURANCE TEXT.
9. Request reassurance email. COLLECT EMAIL AND SEND REASSURANCES.

ASK ALL

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8. Needs reassurances. SHOW REASSURANCE TEXT.
9. Request reassurances email. COLLECT EMAIL AND SEND REASSURANCES.

REASSURANCES TO USE IF NECESSARY

- The interview will take around 20 minutes to complete.
- Please note that all data will be reported in aggregate form and your answers will not be reported to our client in any way that would allow you to be identified.
- If you want to confirm the validity of survey or get more information about aims and objectives, you can visit the www.skillssurvey.co.uk website. You can also find out

more about the research on the Department for Education's webpage:
www.gov.uk/government/organisations/departments-for-education/about/research

- If you would like further information on how IFF handles and processes personal data, as well as information on your rights under data protection regulations to access your personal data, withdraw consent, or object to the processing of your personal data you can visit: www.iffresearch.com/GDPR
- You can also access a privacy notice for this study via www.skillssurvey.co.uk/privacy

If respondent wishes to confirm validity of survey or get more information about aims and objectives, they can contact:

- **Market Research Society (MRS)** on 0800 975 9596
- **IFF:** via email at skillssurvey2024@iffresearch.com
- **DfE:** [REDACTED] via email at Employer.SURVEYS@education.gov.uk
- **Website for further information and FAQs:** www.skillssurvey.co.uk

ASK ALL

S3A. Before we begin, I need to read out a quick statement regarding GDPR legislation.

I want to reassure you that all information collected will be treated in the strictest confidence. You have the right to a copy of your data, change your data or withdraw from the research at any point. In order to guarantee this, and as part of our quality control procedures, all interviews are recorded. Is that OK?

1. Yes – agree to continue. CONTINUE.
2. Refuse to continue. THANK AND CLOSE.

ASK ALL SITES IN WALES (COUNTRY=4)

S4. Would you prefer the interview to be carried out in Welsh or English?

1. Welsh. ARRANGE CALLBACK WITH WELSH SPEAKING INTERVIEWER.
2. English. CONTINUE.

Firmographics

ASK ALL

SA3. Firstly, is this site...?

IF NECESSARY: By 'site', I mean the site at which you work.

SINGLE CODE.

1. The only site in the organisation, or
2. One of a number of sites within a larger organisation

ASK IF MULTI-SITE ORGANISATION (SA3=2)

SA5. Approximately how many people work in your organisation across the UK as a whole - By that I mean both full-time and part-time employees on your payroll, as well as any working proprietors or owners, but excluding the self-employed, outside contractor or agency staff

1. RECORD NUMBER _____
2. Don't know

IF DON'T KNOW EXACT ORGANISATION SIZE (SA5=DK)

SA5RAN. Is it roughly....

SINGLE CODE.

1. Under 10
2. 10-49
3. 50-99
4. 100-249
5. 250-999
6. 1,000+
7. Don't know

ASK ALL

SA1. (IF SA3=2: And) how many people work at this specific site, including yourself, all others on your payroll and any working proprietors or owners, but [IF SA3=2: again] excluding the self-employed, outside contractor or agency staff?

1. RECORD NUMBER _____
2. Don't know / refused. THANK AND CLOSE.

SA1DUM. NOT ASKED. CATI TO CODE RANGE AUTOMATICALLY.

1. 1
2. 2-4
3. 5-9
4. 10-24
5. 25-49
6. 50-99
7. 100-249
8. 250 or more

IF RESPONDENT SAYS 1 PERSON WORKS AT SITE (SA1DUM=1)

SA1X. Can I check, are you including yourself in that answer?

1. Yes. THANK AND CLOSE.
2. No. CONTINUE.

IF SA1X=2: For the purpose of this interview we will be classifying your site as having two employees.

ASK IF MULTI-SITE ORGANISATION (SA3=2)

SA4NEW. Is this site the Head Office of the organisation?

1. Yes – Head Office
2. No
3. Don't know

IF MULTI-SITE ORGANISATION (SA3 = 2): From now on, when I use the word 'site', I mean the site at which you work.

ASK ALL

SA6. I have [SIC DESCRIPTION ON SAMPLE] as a general classification for your site. Does this sound about right?

1. Yes
2. No

IF NO (SA6=2)

SA7. How would you describe the main business activity of this site?

PROBE FULLY:

What would you type into a search engine to find an organisation like yours online?

What is the main product or service of this site?

What exactly is made or done at this site?

Who does it sell its product/services to?

WRITE IN – (CODED TO 4-DIGIT SIC)

ASK ALL

SA8. Would you classify your organisation as one...?

SINGLE CODE.

1. MAINLY seeking to make a profit
2. A charity or voluntary sector organisation or social enterprise
3. A local-government financed body
4. A central government financed body
5. None of the above, other (SPECIFY)

ASK ALL

SA10. IF PRIVATE SECTOR (SA8=1): Are your site's products or services primarily sold...?

IF PUBLIC OR THIRD SECTOR (SA8 =2-5): Does your site primarily serve the population...?

SINGLE CODE.

1. Locally – within an individual town or local area
2. Regionally – within a specific area of England/ Wales/Northern Ireland/Scotland
3. Nationally – within England/Wales/Northern Ireland/ Scotland
4. Within the UK
5. Internationally
6. Don't know
7. Not applicable

Recruitment and Recruitment Difficulties

ASK ALL

SC1A. Has this site recruited anyone in the last 12 months?
ADD IF NECESSARY: Whether or not they are still working for you.

1. Yes
2. No
3. Don't know

ASK ALL

SC6. How many vacancies, if any, do you currently have at this site?

RECORD NUMBER _____

ASK IF ANY VACANCIES (SC6>100)

SC6CHK. I've recorded that as [NUMBER FROM SC6], is this correct?

1. Yes
2. No

ASK ALL WITH ANY VACANCIES AT SC6 (SC6>0)

SC7. In which specific occupations do you currently have [SC6>1: vacancies SC6=1 a vacancy] at this site?

RECORD OCCUPATIONS WITH VACANCIES _____

ASK IF>1 OCCUPATION WITH VACANCIES AT SC7

SC8. How many vacancies do you have for [EACH OCCUPATION AT SC7]?

- Occupation 1. RECORD NUMBER.
- Occupation 2. RECORD NUMBER.

- Occupation 3. RECORD NUMBER.
- Occupation 4. RECORD NUMBER.
- Occupation 5. RECORD NUMBER.
- Occupation 6. RECORD NUMBER.

ASK ALL WITH VACANCIES AT SC6 (SC6>0)

SC9. [IF SC6>1: Are any of your vacancies IF SC6=1: Is this vacancy] proving hard to fill?

1. Yes
2. No
3. Don't know

ASK IF HAVE MORE THAN ONE VACANCY AND HAVE HARD TO FILL VACANCIES (SC9=1 AND SC6>1).

IF ONLY HAVE ONE VACANCY AND IT IS HARD TO FILL (SC9=1 AND SC6=1) CATI SHOULD AUTOMATICALLY CODE SC10=OCCUPATION FROM C7.

SC10. How many of your [SC8] vacancies for [OCCUPATION AT SC7] are proving hard-to-fill?

RECORD NUMBER FOR EACH OCCUPATION AT SC7 _____

ASK IF HAVE MORE THAN ONE VACANCY AND HAVE HARD TO FILL VACANCIES (SC9=1 AND SC6>1).

SC11A. What are the main causes of having a hard to fill vacancy for [OCCUPATION WITH HARD TO FILL VACANCY AT SC10]?

MULTICODE.

1. Too much competition from other employers
2. Not enough people interested in doing this type of job
3. Poor terms and conditions (e.g. pay) offered for post
4. Low number of applicants with the required skills
5. Low number of applicants with the required attitude, motivation or personality
6. Low number of applicants generally
7. Lack of work experience the company demands
8. Lack of qualifications the company demands
9. Poor career progression / lack of prospects
10. Job entails shift work/unsociable hours
11. Seasonal work
12. Remote location/poor public transport
13. COVID-19 has limited the availability of candidates
14. COVID-19 has hindered the recruitment process
15. Brexit has made it more difficult to recruit EU nationals
16. Other (WRITE IN)
17. No particular reason (SINGLE CODE)
18. Don't know (SINGLE CODE)

**ASK SC11B FOR EACH OCCUPATION WHERE VACANCIES ARE HARD-TO-FILL
BUT WHERE NONE OF CODES 4 OR 7 OR 8 AT SC11A ARE MENTIONED**

**SC11B Can I check, are you finding [IF (SUM OF SC10)=1: this vacancy IF SUM OF
SC10>1: any of these vacancies] for [OCCUPATION FROM SC10] hard to fill
because...**

SINGLE CODE.

1. Applicants have not been of sufficient quality
2. Because there have been few or no applicants
3. Or for both of these reasons
4. Neither of these reasons
5. Don't know

**ASK FOR ALL HARD-TO-FILL VACANCIES CAUSED BY LACK OF QUALITY
(SC11B=1 OR 3)**

SC12. You said that you have had problems with the quality of the candidates for [OCCUPATION]. Would you say that they have been lacking...

MULTICODE.

1. The skills you look for
2. The qualifications you look for
3. The work experience that you require
4. Or do applicants tend to have poor attitudes, motivation and/or personality
5. Don't know (SINGLE CODE ONLY)

ASK SC13A-SC13NW IN A LOOP FOR FIRST TWO OCCUPATIONS WITH HARD-TO-FILL VACANCIES CAUSED BY LACK OF SKILLS ((SC12=1/2/3 OR SC11A=4/7/8)

SC13A. [ONLY SHOW FOR FIRST LOOP: I'm now going to ask you about skills you have had difficulty finding among candidates.]

[ONLY SHOW FOR SECOND LOOP: Now the same set of questions again but for [SECOND OCCUPATION WITH SSVs].

Have you found any of the following skills difficult to obtain from applicants for [OCCUPATION WITH SSVs]?

MULTICODE.

1. Computer literacy / basic IT skills
2. Advanced or specialist IT skills
3. Solving complex problems requiring a solution specific to the situation
4. Reading and understanding instructions, guidelines, manuals or reports
5. Writing instructions, guidelines, manuals or reports
6. Basic numerical skills and understanding
7. More complex numerical or statistical skills and understanding
8. IF WALES: Written Welsh language skills
9. IF WALES: Oral Welsh language skills
10. Communicating in a foreign language
11. Manual dexterity – for example, to mend, repair, assemble, construct or adjust things
12. Adapting to new equipment or materials
13. Creative and innovative thinking
14. Knowledge of products and services offered by your organisation and organisations like yours
15. Knowledge of how your organisation works
16. Specialist skills or knowledge needed to perform the role
17. None of the above (SINGLE CODE ONLY)

IF BASIC OR ADVANCED IT SKILLS ARE LACKING (SC13A=1 OR SC13A=2)

NCA13A. You mentioned that you have found [SC13A=1: basic] [SC13A=1 AND SC13A=2: and] [SC13A=2: advanced] IT skills difficult to obtain from applicants for [OCCUPATION WITH SSV]. What specific IT skills have been lacking?

MULTICODE.

1. Foundation digital skills – such as turning on devices, typing, changing passwords, connecting to the internet
2. Communicating via email

3. Basic Microsoft Office skills (Word, Excel, PowerPoint, Outlook etc.)
4. Advanced Microsoft Office skills (Word, Excel, PowerPoint, Outlook etc.)
5. Completing transactions online
6. Using the internet to find solutions to problems
7. Being safe and legal online – e.g. understanding online risks and threats
8. Animation skills
9. Multimedia production skills
10. Graphic design / design engineering skills (incl. Computer Aided Design [CAD] skills)
11. Building and maintaining IT systems and networks
12. Web development skills
13. Application (“app”) programming and development skills
14. Data analysis / analytics / data science skills (using software such as R, SPSS, SAS, SQL etc.)
15. Artificial Intelligence (AI) skills
16. Other skills (SPECIFY)
17. Don't know

PART OF SC13A-SC13NW LOOP

SC13NW. Turning now to skills relating to dealing with other people.

Have you found any of the following skills difficult to obtain from applicants for [OCCUPATION WITH SSV]?

MULTICODE

1. Instructing, teaching or training people
2. Sales skills

3. Customer handling skills
4. Persuading or influencing others
5. Team working
6. Managing or motivating other staff
7. Ability to manage own time and prioritise own tasks
8. Setting objectives for others and planning human, financial and other resources
9. Managing their own feelings, or handling the feelings of others
10. Making speeches or presentations
11. None of the above (SINGLE CODE)
12. Don't know (SINGLE CODE)

ASK THOSE WITH SSVS UNLESS ALL OCCUPATIONS ASKED AT SC13A AND SC13NW ARE A COMBINATION OF BOTH 'NONE OF THE ABOVE/NO PARTICULAR REASON' AND 'DON'T KNOW'

NC13NWA. Were any of the skills you mentioned that were lacking among applicants related to an ambition to become more sustainable or carbon neutral?

1. Yes
2. No (including we are not aiming to become more suitable/ carbon neutral)
3. Don't know

ASK ALL WITH HARD-TO-FILL VACANCIES (SC9=1)

SC14. Thinking now about all occupations in which you have hard-to-fill vacancies, are hard-to-fill vacancies causing this site to...

MULTICODE.

DS – RANDOMISE ORDER APART FROM "OTHER"/"NONE"/ DON'T KNOW

1. Lose business or orders to competitors
2. Delay developing new products or services
3. Have difficulties meeting quality standards

4. Experience increased operating costs
5. Have difficulties introducing new working practices
6. Increase workload for other staff
7. Outsource work
8. Withdraw from offering certain products or services altogether
9. Have difficulties meeting customer services objectives
10. Have difficulties introducing technological change
11. None (SINGLE CODE ONLY)
12. Don't know (SINGLE CODE ONLY)

ASK ALL WITH HARD-TO-FILL VACANCIES (SC9=1)

SC15. What, if anything, is your site doing to overcome the difficulties that you are having finding candidates to fill these hard-to-fill vacancies?

MULTICODE.

1. Increasing salaries
2. Increasing the training given to your existing workforce
3. Redefining existing jobs
4. Increasing advertising / recruitment spend
5. Advertising when there are no live vacancies
6. Increasing / expanding trainee programmes other than apprenticeships
7. Increasing / expanding apprenticeship programmes [IF SCOTLAND (COUNTRY=3): (including Foundation Apprenticeships, Modern Apprenticeships and Graduate Apprenticeships)]
8. Using NEW recruitment methods or channels
9. Recruiting workers who are non-UK nationals
10. Bringing in contractors to do the work, or contracting it out
11. Being prepared to offer training to less well qualified recruits
12. Offering new or enhanced flexible working e.g. working from home

13. Offering new or enhanced benefits packages to new recruits (e.g. health insurance, company car etc.)
14. Other (WRITE IN)
15. Nothing (SINGLE CODE ONLY)
16. Don't know (SINGLE CODE ONLY)

IF SITE DOES NOT MENTION RECRUITING WORKERS WHO ARE NON-UK NATIONALS (SC9=1 AND SC15#7)

SC15B. Have you recruited, or tried to recruit, workers who are non-UK nationals in order to fill these hard-to-fill vacancies?

MULTICODE OPTIONS 1-3 ONLY.

1. Yes – non-UK nationals already living in the UK
2. Yes – non-UK nationals who moved / planned to move to the UK for the job
3. Yes – non-UK nationals who have remained / would remain living overseas
4. Not targeted in particular / vacancies open to everyone
5. No
6. Don't know

EPS recruitment (Module C)

ASK IF MODULE C (MODULE=3)

PC5. I'd now like you to think about the factors your site looks for in candidates when looking to recruit new employees. For each factor that I read out, please say if it is critical, if it is a significant factor, if you place a small amount of value on it, or if it has no value for your site?

SINGLE CODE.

RESPONSE OPTIONS: Critical / Significant / Small amount of value / No value / Don't know

1. IF ENGLAND/NI/WALES: Having particular academic qualifications such as GCSEs, A levels or a degree
2. IF SCOTLAND: Having particular academic qualifications such as Nationals, Highers or a degree
3. IF ENGLAND/NI/WALES Having Maths and English GCSE to at least level 2 or A*-C. IF SCOTLAND: Having Maths and English to at least National 4 or 5 – equivalent to general or credit standard grade
4. Having a relevant vocational qualification
5. Having completed a relevant apprenticeship
6. Having relevant work experience
7. SCOTLAND ONLY: Having meta-skills such as problem-solving, critical thinking, communication, creativity, and leadership
8. ENGLAND ONLY: Having completed a relevant module, or a short course in a modular fashion
9. IF ACADEMIC QUALS ARE CRITICAL/SIGNIFICANT/SMALL VALUE: Having a degree or degree-equivalent qualifications
10. IF NI AND DEGREE LEVEL QUALS CRITICAL/SIGNIFICANT/SMALL VALUE: Master's Degree or a PHD

ASK ALL SCOTLAND MODULE C (COUNTRY=3 AND MODULE=3)

SPC28. Have you heard of Developing the Young Workforce – or DYW – Regional Groups?

SINGLE CODE.

1. Yes
2. No

IF HEARD OF DYW REGIONAL GROUPS (SPC28=1)

SPC29. And has your site had any engagement with your local DYW Lead or Regional Group over the past 12 months regarding offering work placements or other forms of work-related experience to school students?

SINGLE CODE.

1. Yes
2. No
3. Don't know

Education Leavers (Module C)

ASK IF MODULE C (MODULE=3)

PC10A. Thinking of the last 2-3 years, has this site taken on anyone to their first job on leaving school, college or university?

1. Yes
2. No
3. Don't know

IF RECRUITED EDUCATION-LEAVERS EXCLUDING SCOTLAND (PC10A=1 AND COUNTRY=1/2/4)

PC10B. Have any of these been

1. 16 year olds recruited to their first job on leaving school
2. 17 or 18 year olds recruited to their first job from school
3. 17 or 18 year olds recruited to their first job from a Further Education College
4. Recruited to their first job from university or another Higher Education institution, regardless of their age

IF RECRUITED DIRECTLY FROM EDUCATION SITES (PC10B_X=1)

PC10C. Thinking of those recruited in the last 2-3 years, how well prepared for work have the...

- (PC10Bi=1) 16 year old school leavers been?
- (PC10Bii=1) 17-18 year olds recruited to their first job from school been?
- (PC10Biii=1) 17-18 year olds you recruited to their first job from Further Education Colleges been?
- (PC10Biv=1) university or higher education leavers been?

1. Very well prepared
2. Well prepared
3. Poorly prepared
4. Or very poorly prepared
5. Don't know
6. Varies too much to say

ASK IF POORLY OR VERY POORLY PREPARED (PC10C_X=3/4).

PC10D. In what ways have they been poorly prepared?

MULTICODE.

1. Lack required TECHNICAL skills or competencies (e.g. technical or job specific skills, IT skills etc.)
2. Lack required SOFT/PERSONAL skills or competencies (e.g. problem solving, communication or team working skills etc.)
3. Literacy skills
4. Numeracy skills
5. Poor education
6. Lack of common sense
7. Poor attitude / personality or lack of motivation (e.g. poor work ethic, punctuality, appearance, manners)
8. Lack of working world / life experience or maturity (including general knowledge)
9. Other (WRITE IN)
10. Don't know (SINGLE CODE ONLY)

IF SCOTLAND AND RECRUITED EDUCATION-LEAVERS (PC10A=1 AND COUNTRY=3)

SPC10E. Have any of these been recruited to their first job from...

1. A Scottish secondary school

2. A Scottish college
3. A Scottish University

IF RECRUITED DIRECTLY FROM EDUCATION SITES LISTED AT SPC10E (ANY SPC10E=1)

SPC10F. Thinking of those recruited in the last 2-3 years to their first job on leaving

- (SPC10Ei=1) a **Scottish secondary school**,
- (SPC10Eii=1) a **Scottish college**,
- (SPC10Eiii=1) a **Scottish University**

... in relation to their preparedness for work would you say that they were...?

1. Very well prepared
2. Well prepared
3. Poorly prepared
4. Or very poorly prepared
5. Don't know
6. Varies too much to say

ASK IF POORLY OR VERY POORLY PREPARED FOR EACH ITERATION OF SPC10F (SPC10F=3-4).

SPC10G. In what ways were they poorly prepared?

MULTICODE.

1. Lack required **TECHNICAL** skills or competencies (e.g. technical or job specific skills, IT skills etc.)
2. Lack required **SOFT/PERSONAL** skills or competencies (e.g. problem solving, communication or team working skills etc.)
3. Literacy skills
4. Numeracy skills
5. Poor education

6. Lack of common sense
7. Poor attitude / personality or lack of motivation (e.g. poor work ethic, punctuality, appearance, manners)
8. Lack of working world / life experience or maturity (including general knowledge)
9. Other (WRITE IN)
10. Don't know (SINGLE CODE ONLY)

Work experience and inspiration (Module B)

ASK IF MODULE B (MODULE = 2)

PC17. Now thinking about activities related to work experience, thinking about people of all ages, in the last 12 months has this site had anyone in for: [PC17 ITERATION TEXT]?

RESPONSE OPTIONS: Yes / No / Don't Know

1. A placement for people at school
2. A placement for people at college
3. A placement for people at university
4. An internship, either paid or unpaid
5. Placements specifically targeted at the unemployed (such as through Jobcentre Plus' Work Programme scheme or Work Experience schemes and Sector-Based Work Academies)
6. A work trial for potential new recruits
7. Any other type of placement? (SPECIFY)

FOR EACH "YES" AT PC17 (PC17_X=1)

PC18. How many people have you had on [PLACEMENT TYPE AT PC17] in the last 12 months?

1. Record number _____
2. Don't know

IF YES AT PC17 (PC17_X=1)

NC19nw. Typically, how long did these placements last?

SINGLE CODE.

1. A week or less
2. Two to three weeks
3. Around a month
4. Two to three months
5. Four to six months
6. Seven to 12 months
7. Over a year
8. Don't know

FOR EACH PLACEMENT LASTING 2-3 WEEKS OR MORE (NC19NW_X=2/3/4/5/6/7)

NC20nw. [IF PC18>1 OR DK: Was the individual/ Were all, some or none of the individuals you had in on this type of placement paid whilst working for you?

[IF PC18=1: Was the individual you had in on this type of placement whilst working for you?

SINGLE CODE.

1. All were paid / Yes
2. Some were paid
3. None were paid
4. Don't know

IF YES AT PC17 (PC17_X=1)

PC19C. In the last 12 months has your site taken on anyone who has been on this kind of placement with you into a permanent or long-term paid role?

MULTICODE.

1. Yes – at the end of their placement
2. Yes – after they finished their education/ course/ degree
3. No
4. Don't know (SINGLE CODE ONLY)

IF HAVE OFFERED PLACEMENTS AND IN WALES (ANY PC17=1 AND COUNTRY=4)

NC21. Thinking about all placements you've had over the last 12 months, were any of the people you took on...?

MULTICODE.

1. Under the age of 16
2. Aged 16 to 18
3. Aged 19 to 24
4. Aged 25 and over
5. Don't know

IF HAVE OFFERED PLACEMENTS (ANY PC17=1)

PC20. What are the main reasons this site offers work placements or internships?

MULTICODE.

1. Part of formal social responsibility / CSR policy
2. Moral reasons / benefits to young people / doing our "bit"
3. Do not need to pay them

4. Gives them experience
5. Raises our profile in the recruitment market
6. Helps us with recruitment / use it as a trial period
7. IF SCOTLAND: Approached by a Developing Young Workforce (or DYW) Lead or Regional Group
8. Other (SPECIFY)
9. Don't know (SINGLE CODE ONLY)

ASK IF MODULE B (MODULE=2)

PC23. I'd now like to ask about other ways that employers might engage with schools, colleges or universities, such as hosting site visits for students, talking to students about careers, or conducting activities such as mock interviews to improve their employability.

During the past 12 months has your site engaged with schools, colleges or universities to provide such activities to students?

IF EDUCATION SECTOR (SECTOR12=10): ADD IF RESPONDENT BELONGS TO EDUCATIONAL INSTITUTION OR TRAINING PROVIDER: Please focus on your site's engagement with students external to your organisation.

1. Yes
2. No
3. Don't know

ASK IF NOT HAD ANYONE IN ON WORK PLACEMENTS NOR CONDUCTED WORK INSPIRATION ((ALL PC17=2/3) AND PC23=2/3))

PC27. You mentioned that your site has not had any work placements or internships in the last 12 months, or engaged with educational institutions to provide other forms of work-related experience to their students. What are the main reasons for not doing so?

MULTICODE.

1. We have no suitable roles
2. Do not have the time / resource to manage it
3. Does not offer us any business benefits / benefits not worth cost

4. Never thought about it
5. No one has approached us
6. Recruitment freeze
7. Company policy / Head Office decision
8. Financial cost of delivering placements (e.g. costs of employer liability insurance, conducting background checks, equipment/uniform costs)
9. COVID-19 pressures / no work available due to COVID-19 / site closed because of COVID-19 / most people working from home
10. Other (SPECIFY)
11. Don't know (SINGLE CODE ONLY)

Technical Education (Module D – England only)

ASK ALL ENGLAND EMPLOYERS IN MODULE D (COUNTRY=1 AND MODULE=4)

PUH1. The Government introduced a new technical education qualification for 16-19-year olds, called T-Levels, in September 2020.

Before today, which of the following would have best described your awareness of T-levels?

SINGLE CODE.

1. You had not heard of them
2. You had heard of them but did not know what they involve
3. You were aware of them and had some knowledge of what they involve
4. You had a good knowledge of them and what they involve
5. Don't know

ASK ALL AWARE OF T-LEVELS (PUH1=2-4)

PUH1A. Does your site currently offer placements to T-Level students?

SINGLE CODE.

1. Yes
2. No
3. Don't know

ASK ALL ENGLAND EMPLOYERS IN MODULE D NOT AWARE OF OR NOT OFFERING T-LEVELS ((PUH1=1 OR 5) OR (PUH1A=2 OR 3))

NC28. As part of T-Levels it is compulsory for students to complete an industry placement lasting at least 45 days in an industry directly relevant to their course.

The timing and structure of the placement is flexible to meet employers' needs and it is at the employer's discretion whether to pay students during their placement.

Based on this information, how interested would your site be in providing work placements to T-Level students?

SINGLE CODE.

1. Very interested
2. Quite interested
3. Not very interested
4. Or not interest at all
5. Neither interested nor uninterested
6. Don't know

ASK ALL ENGLAND EMPLOYERS IN MODULE D EXCEPT IF ALREADY OFFER T-LEVEL PLACEMENTS (COUNTRY=1 AND MODULE=4 AND PUH1A#1)

NC29. Thinking about your sites capacity for offering placement to T-Level students, how easy or difficult would it be to offer these type of placements?

SINGLE CODE.

1. Very easy
2. Fairly easy
3. Fairly difficult
4. Very difficult
5. Neither easy nor difficult
6. Don't know

ASK ALL ENGLAND EMPLOYERS IN MODULE D WHO ALREADY OFFER T-LEVEL PLACEMENTS (PUH1A=1)

NC29A. How easy or difficult is it for your site to offer T-Level placements?

SINGLE CODE.

1. Very easy
2. Fairly easy
3. Fairly difficult
4. Very difficult
5. Neither easy nor difficult
6. Don't know

ENGLAND ONLY AND MODULE D (COUNTRY=1 AND MODULE=4)

NC30. The first Higher Technical Qualifications – HTQs – became available in September 2022. HTQ is a quality mark for a subset of Level 4 and Level 5 technical qualifications that have been approved by panels of employers. Some HNDs and foundation degrees have received HTQ approval. Before today, which of the following would have best described your awareness of HTQs?

SINGLE CODE.

1. You had not heard of them
2. You had heard of them but did not know what they involve
3. You were aware of them and had some knowledge of what they involve
4. You had a good knowledge of them and what they involve
5. Don't know

ASK ALL AWARE OF HTQS (NC30=2-4)

NC30A. Does your site currently fund or arrange HTQs for new or existing staff?

SINGLE CODE.

1. Yes
2. No
3. Don't know

ASK ALL NOT AWARE OF OR NOT OFFERING HTQS ((NC30=1 OR 5) OR (NC30A=2 OR 3))

NC35. How interested would your site be in funding or arranging HTQs for new or existing staff?

SINGLE CODE.

1. Very interested
2. Quite interested
3. Not very interested
4. Or not at all interested
5. Don't know

NC36. I'd now like you to think again about the factors your site looks for in candidates when looking to recruit new employees. For each factor that I read out, please say if it is critical, if it is a significant factor, if you place a small amount of value on it, or if it has no value for your site?

RESPONSE OPTIONS: Critical / Significant / Small amount of value / No value / Don't know

SINGLE CODE.

1. Applicant having completed a relevant T-Level
2. Applicants having completed a relevant Higher Technical Qualification (HTQ)
3. Technical qualifications other than apprenticeships, T-Levels or HTQs

ASK ALL ENGLAND EMPLOYERS IN MODULE D (COUNTRY=1 AND MODULE=4)

NC37. I now have a question about Institutes of Technology.

Institutes of Technology deliver higher technical education from Level 3 T-Levels to Level 7 Master's degrees. They specialise in Level 4 and 5 technical skills including HTQs and degree apprenticeships.

Before today, which of the following would have best described your awareness of Institutes of Technology?

SINGLE CODE.

1. You had not heard of them
2. You had heard of them but did not know what they do
3. You were aware of them and had some knowledge of what they do
4. You had a good knowledge of them and what they do
5. Don't know

ASK ALL ENGLAND EMPLOYERS IN MODULE D (COUNTRY=1 AND MODULE=4)

NC39. Which of the following best describes your site's view on the system of apprenticeships and technical qualifications?

SINGLE CODE.

1. There are sufficient apprenticeships and technical qualifications to meet all or most of our needs
2. There are too many
3. There are not enough
4. You don't have a need for apprenticeships or technical qualifications
5. Don't know

IF NOT ENOUGH APPRENTICESHIPS OR TECHNICAL QUALIFICATIONS (NC39=3)

NC40. is this because?

MULTICODE.

1. Some of your skills needs aren't being covered by existing apprenticeships and technical qualifications
2. There are relevant apprenticeships and technical qualifications available but these need to be improved to meet your skills needs
3. There are no local providers offering the apprenticeships or technical qualifications your staff would need
4. Any other reasons (SPECIFY)
5. Don't know

Workforce Composition and Skills Gaps

I'd now like to turn to the composition of your existing workforce. Please only consider employees on your payroll, as well as any working proprietors or owners, but not the self-employed, outside contractor or agency staff.

ASK IF SA1DUM=4-8 (10+ STAFF AT SITE)

SD5A. Next we would like to categorise the [NUMBER AT SA1] staff you have at this site into a number of different job roles. To help you quickly categorise your staff, we have an online prompt card – if you are at a computer we recommend accessing this page now at www.skillssurvey.co.uk/jobs . If not then it's not a problem, I can just continue asking the questions as I have been doing so far.

IF NECESSARY: The page will ask you to choose a broad sector for your site. This will only be used to make the examples shown more relevant to you. If you are not sure, select 'none of the above'.

1. Yes – respondent accessed online prompt page
2. No – respondent has not accessed online prompt page

ASK IF ACCESSED ONLINE PROMPT CARD (SD5A=1)

SD5B. Can I check which sector you have chosen?

1. Transport, Retail or Wholesale
2. Business & Other Services, Finance or Insurance
3. Manufacturing, Construction or Agriculture
4. Hospitality, Catering or Leisure Services
5. Health or Social Care
6. Public Sector or Education
7. None of the above / other

ASK IF ACCESSED ONLINE PROMPT CARD (SD5A=1)

SD5C. Looking at the examples on the screen, please tell me how many of the [NUMBER AT SA1] staff you have at this site fit into each job role.

Please note that staff should be classified according to their PRIMARY role that takes up the greatest proportion of their time, and that each member of staff should only be allocated to one job role.

1. Managers, Directors and senior officials
2. Administrative and secretarial occupations
3. Elementary occupations
4. Process, plant and machine operatives
5. Sales and customer service occupations
6. Caring, Leisure and Other Service Occupations
7. Skilled trades occupations
8. Associate professional and technical occupations
9. Professional occupations

SD5C_CHK. The figures you have given me sum to [NUMBER OF STAFF] out of [STAFF NUMBER] staff. Can I re-check the number of staff in each category?

RECORD NUMBER AGAIN _____

SD5C_CHKA. Can I check, I've recorded that there are no managers employed at this site – is this correct?

1. Yes
2. No

**ASK IF SITE HAS LESS THAN 10 STAFF (SD5A=2 OR IF SA1DUM=2-3) AND
SECTOR ON SAMPLE NOT CORRECT (SA6=2)**

**SD5D. Next we would like to categorise the [NUMBER AT SA1] staff you have at
this site into different job roles.**

**To help us give you relevant examples, please can you tell me which of the
following broad sectors best fits your site:**

1. Transport, Retail or Wholesale
2. Business & Other Services, Finance or Insurance
3. Manufacturing, Construction or Agriculture
4. Hospitality, Catering or Leisure Services
5. Health or Social Care
6. Public Sector or Education
7. None of the above / other

ASK IF SD5A=2 OR IF SA1DUM=2-3 (SITE HAS LESS THAN 10 STAFF)

**SD5. [IF SA6=1: For this next section we would like to categorise the [SA1] staff
you have at this site into a number of different job roles.]**

**We will go through each category one at a time and categorise your staff into the
different job roles.**

**Staff should be classified according to their PRIMARY role that takes up the
greatest proportion of their time, and each member of staff should only be
allocated to one job role.**

**Firstly, how many of your staff are employed as managers, directors or senior
officials?**

RECORD NUMBER _____

CATI CHECK AFTER SD5: IF NUMBER OF STAFF AT SA1 IS GREATER THAN 50 AND RESPONDENTS SAYS NO MANAGERS EMPLOYED AT SD5.

SD5CHKA. Can I check, I've recorded that there are no managers employed at this site – is this correct?

1. Yes
2. No

ASK IF SA1>SD5, OTHERS GO TO SD9

SD6. And how many – if any – of your [IF SD5>0: remaining] [NUMBER SA1 – SD5] staff are employed in administrative or secretarial occupations?

RECORD NUMBER _____

ASK IF SA1>SD5+SD6

SD7. You've told me that a total of [SD5+SD6] of your [SA1] staff are employed as managers or in administrative roles.

I'd now like to know what roles the remaining [SA1-(SD5+SD6)] staff fill and I'm going to read you seven different occupational roles. Please tell me if any of your remaining [SA1-(SD5+SD6)] staff are employed in each. If staff carry out more than one role, only include them in their main function.

First, do you employ any staff at this site as [OCCUPATION]?

FOR EACH OCCUPATION EMPLOYED (YES AT SD7)

SD8. How many of your [IF SUM OF SD5 AND SD6>0]: remaining] [SA1-(SD5+SD6)] staff at this site are employed as...?

1. Elementary occupations
2. Process, Plant and machine operatives
3. Sales and customer service occupations
4. Caring, Leisure and Other Service Occupations
5. Skilled trades occupations
6. Associate professional and technical occupations
7. Professional occupations

ASK ALL

Thinking about the broad categories of employees, for each, I'd like to know how many you think are fully proficient at their job. A proficient employee is someone who is able to do the job to the required level.

ASK ALL, ASKING FOR EACH OCCUPATION WITH STAFF AT SD5 / SD6 / SD7 / SD5C

SD9. How many of your [INSERT NUMBER FROM SD5 / SD5c / SD6 / SD8] existing staff working in [OCCUPATION] would you regard as fully proficient at their job?

RECORD NUMBER FOR EACH OCCUPATIONS.

1. Managers, Directors and senior officials
2. Administrative and secretarial occupations
3. Elementary occupations
4. Process, plant and machine operatives
5. Sales and customer service occupations
6. Caring, Leisure and Other Service Occupations
7. Skilled trades occupations
8. Associate professional and technical occupations
9. Professional occupations

ASK ALL WITH SKILLS GAPS (SD9DUM3=1). OTHERS GO TO SD15, IF APPLICABLE.

ALL: ASK SD10 THROUGH TO SD11NW OF UP TO 2 OCCUPATIONS WITH SKILLS GAPS (CHOSEN AT RANDOM AT SD9DUM2)

SD10. I want to ask about two of the categories where you say not all staff are proficient.

What are the main causes of staff in [OCCUPATION] roles not being fully proficient in their jobs...?

Now the same questions again but for [OCCUPATION].

DS – RANDOMISE ORDER OF 1-10

MULTICODE.

1. The development of new products and services
2. The introduction of new working practices
3. The introduction of new technology
4. They are new to the role
5. They have not received the appropriate training
6. Their training is currently only partially completed
7. They have been on training but their performance has not improved sufficiently
8. Unable to recruit staff with the required skills
9. Problems retaining staff
10. Staff lack motivation
11. Are there any other reasons? (SPECIFY)
12. No particular cause (SINGLE CODE)
13. Don't know (SINGLE CODE)

ASK SD11A-SD11NWA OF THE SAME OCCUPATIONS AS SD10

SD11A. I'm now going to ask you about the skills you feel need improving. Thinking about your staff in [OCCUPATION] roles who are not fully proficient, which, if any, of the following skills do you feel need improving?

DS – ROTATE ORDER OF SKILLS (CODES 13-17 MUST ALWAYS APPEAR LAST AND IN THE ORDER SHOWN; CODES 1 AND 2 MUST ALWAYS BE SHOWN AS A PAIR WITH CODE 1 SHOWN FIRST; CODES 6 AND 7 MUST ALWAYS BE SHOWN AS A PAIR WITH CODE 6 SHOWN FIRST; BOTH WALES ONLY CODES (8 AND 9) MUST ALWAYS COME BEFORE COMMUNICATING IN A FOREIGN LANGUAGE.

MULTICODE.

1. Computer literacy / basic IT skills
2. Advanced or specialist IT skills
3. Solving complex problems requiring a solution specific to the situation
4. Reading and understanding instructions, guidelines, manuals or reports
5. Writing instructions, guidelines, manuals or reports
6. Basic numerical skills and understanding
7. More complex numerical or statistical skills and understanding
8. IF WALES (COUNTRY=4): Written Welsh language skills
9. IF WALES (COUNTRY=4): Oral Welsh language skills
10. Communicating in a foreign language
11. Manual dexterity – for example, to mend, repair, assemble, construct or adjust things
12. Adapting to new equipment or materials
13. Creative and innovative thinking
14. Knowledge of products and services offered by your organisation and organisations like yours
15. Knowledge of how your organisation works
16. Specialist skills or knowledge needed to perform the role
17. None of the above (SINGLE CODE ONLY)
18. Don't know (SINGLE CODE ONLY)

IF BASIC OR ADVANCED IT SKILLS ARE LACKING (SD11A=1 OR SD11A=2)

ND11A. You mentioned that some of your staff in [OCCUPATION] roles lack full proficiency in terms of [SD11A=1: basic] [SD11A=1 AND SD11A=2: and] [SD11A=2: advanced] IT skills. What specific IT skills are they lacking full proficiency in?

MULTICODE.

1. Foundation digital skills – such as turning on devices, typing, changing passwords, connecting to the internet
2. Communicating via email
3. Basic Microsoft Office skills (Word, Excel, PowerPoint, Outlook etc.)
4. Advanced Microsoft Office skills (Word, Excel, PowerPoint, Outlook etc.)
5. Completing transactions online
6. Using the internet to find solutions to problems
7. Being safe and legal online – e.g. understanding online risks and threats
8. Animation skills
9. Multimedia production skills
10. Graphic design / design engineering skills (incl. Computer Aided Design [CAD] skills)
11. Building and maintaining IT systems and networks
12. Web development skills
13. Application (“app”) programming and development skills
14. Data analysis / analytics / data science skills (using software such as R, SPSS, SAS, SQL etc.)
15. Artificial Intelligence (AI) skills
16. Other skills (SPECIFY)
17. Don't know

PART OF SD11A- SD11NW LOOP

SD11NW. Turning now to skills related to dealing with other people. Thinking about your staff in [OCCUPATION] roles who are not fully proficient, which, if any, of the following skills do you feel need improving?

DS – ROTATE ORDER OF SKILLS (CODES 2, 3 AND 4 (SALES, CUSTOMER HANDLING AND PERSUADING) SHOULD ALWAYS APPEAR IN THIS ORDER. NONE & DK MUST ALWAYS APPEAR LAST).

MULTICODE.

1. Instructing, teaching or training people
2. Sales skills
3. Customer handling skills
4. Persuading or influencing others
5. Team working
6. Managing or motivating other staff
7. Ability to manage own time and prioritise own tasks
8. Setting objectives for others and planning human, financial and other resources
9. Managing their own feelings, or handling the feelings of others
10. Making speeches or presentations
11. None of the above (SINGLE CODE ONLY)
12. Don't know (SINGLE CODE ONLY)

ASK ALL WITH SKILLS GAPS (SD9DUM3=1) [ASK UNLESS FOR ALL OCCUPATIONS SD11A AND SD11NW ARE A COMBINATION OF BOTH 'NONE OF THE ABOVE' AND 'DON'T KNOW)].

ND11NWA. Were any of the skills you mentioned needing improving for staff that are not fully proficient related to wanting to be more sustainable or carbon neutral?

FOR OCCUPATION 1 & OCCUPATION 2 ONLY

1. Yes
2. No (including we are not aiming to become more sustainable / carbon neutral)
3. Don't know

ASK ALL WITH SKILL GAPS (SD9DUM3=1)

SD12. Does the fact that some of your staff are not fully proficient have an impact on how your site performs?

SINGLE CODE.

1. Yes – major impact
2. Yes – minor impact
3. No

ASK IF HAD IMPACT (SD12=1/2)

SD13. Is the fact that some of your staff are not fully proficient causing this site to...?

DS – ROTATE LIST

MULTICODE.

1. Lose business or orders to competitors
2. Delay developing new products or services
3. Have difficulties meeting quality standards
4. Have higher operating costs
5. Have difficulties introducing new working practices
6. Increase workload for other staff
7. Outsource work
8. No particular problems / None of the above (SINGLE CODE ONLY)
9. Don't know (SINGLE CODE ONLY)

ASK ALL WITH SKILL GAPS (SD9DUM3=1)

SD13A. Has your site taken any steps to improve the proficiency or skills of these staff?

SINGLE CODE.

1. Yes
2. No – but have plans to
3. No
4. Don't know

ASK IF HAVE TAKEN ACTION (SD13A=1)

SD14. Which, if any, of the following steps is this site taking to overcome the fact that some of its staff are not fully proficient in their job?

DS – ROTATE ANSWER LIST.

MULTICODE.

1. Increase training activity / spend or increase/expand trainee programmes
2. Reallocating work
3. Increase recruitment activity / spend
4. More staff appraisals / performance reviews
5. Implementation of mentoring / buddying scheme
6. More supervision of staff
7. Recruiting workers who are non-UK nationals
8. Changing working practices
9. Any other action? (WRITE IN)
10. Nothing (SINGLE CODE ONLY)
11. Don't know (SINGLE CODE ONLY)

Underutilisation

IF IN MODULE A OR NI/SCOTLAND IN MODULE B (MODULE=1 OR (MODULE=2 AND COUNTRY=2/3))

SD15. You said that you have [SA1] staff at this site. Of these, how many would you say have QUALIFICATIONS that are more advanced than required for their current job role?

RECORD NUMBER _____

ALLOW DON'T KNOW

ASK IF SOME STAFF ARE OVERQUALIFIED (SD15>0)

SD15A. And how many of these [SD15] staff ALSO have SKILLS that are more advanced than required for their current job role?

RECORD NUMBER _____

ALLOW DON'T KNOW

Upskilling (Module A (all countries) and Module B (NI and Scotland only))

IF IN MODULE A OR NI/SCOTLAND IN MODULE B (MODULE=1 OR (MODULE=2 AND COUNTRY=2/3))

SE1. Over the next 12 months do you expect that any employees at this site will need to acquire new skills or knowledge as a result of the following?

DS – ROTATE LIST

MULTICODE.

1. The development of new products and services
2. The introduction of new working practices
3. The introduction of new technologies or equipment
4. New legislative or regulatory requirements
5. Increased competitive pressure
6. Any other reasons (SPECIFY)
7. None of the above
8. Don't know

ASK IF SCOTLAND OR NORTHERN IRELAND IN MODULE A/B (COUNTRY=2/3 AND MODULE=1/2) AND WALES IN MODULE A (COUNTRY=4 AND MODULE =1) AND EXPECT A NEED FOR UPSKILLING (SE1=1-7) AND HAS MORE THAN ONE OCCUPATION TYPE AT SD5/SD6/SD7

(IF ONLY ONE OCCUPATION EMPLOYED AT SITE, CATI SHOULD AUTOMATICALLY CODE SE2 TO THAT OCCUPATION)

SE2. Which single occupation will have the most need to acquire new skills or knowledge?

SINGLE CODE.

1. Managers, Directors and senior officials
2. Administrative and secretarial occupations
3. Elementary occupations
4. Process, plant and machine operatives
5. Sales and customer service occupations

6. Caring, Leisure and Other Service Occupations
7. Skilled trades occupations
8. Associate professional and technical occupations
9. Professional occupations
10. Don't know

ASK FOR OCCUPATION SELECTED AT SE2

SE3. I'm now going to ask you about the skills you feel will need improving among your [OCCUPATION FROM SE2]. Which, if any, of the following skills do you feel will need improving over the next 12 months?

DS – ROTATE ORDER OF SKILLS (CODE 13 THROUGH TO 17 MUST ALWAYS APPEAR LAST AND IN THE ORDER SHOWN; CODES 1 AND 2 MUST ALWAYS BE SHOWN AS A PAIR WITH CODE 1 SHOWN FIRST IN THE PAIR; CODES 6 AND 7 MUST ALWAYS BE SHOWN AS A PAIR WITH CODE 6 SHOWN FIRST IN THE PAIR; BOTH WALES ONLY CODES (8 AND 9) MUST ALWAYS COME BEFORE COMMUNICATING IN A FOREIGN LANGUAGE.

MULTICODE.

1. Computer literacy / basic IT skills
2. Advanced or specialist IT skills
3. Solving complex problems requiring a solution specific to the situation
4. Reading and understanding instructions, guidelines, manuals or reports
5. Writing instructions, guidelines, manuals or reports
6. Basic numerical skills and understanding
7. More complex numerical or statistical skills and understanding
8. IF WALES: Written Welsh language skills
9. IF WALES: Oral Welsh language skills
10. Communicating in a foreign language
11. Manual dexterity – for example, to mend, repair, assemble, construct or adjust things
12. Adapting to new equipment or materials

13. Creative and innovative thinking
14. Knowledge of products and services offered by your organisation and organisations like yours
15. Knowledge of how your organisation works
16. Specialist skills or knowledge needed to perform the role
17. None of the above (SINGLE CODE ONLY)
18. Don't know (SINGLE CODE ONLY)

IF BASIC OR ADVANCED IT SKILLS NEED IMPROVING (SE3=1 OR SE3=2)

NE3A. You mentioned that [SE3=1: basic] [SE3=1 AND SE3=2: and] [SE3=2: advanced] IT skills will need improving among your [OCCUPATION FROM SE2]. What specific IT skills will need improving over the 12 months?

MULTICODE.

1. Foundation digital skills – such as turning on devices, typing, changing passwords, connecting to the internet
2. Communicating via email
3. Basic Microsoft Office skills (Word, Excel, PowerPoint, Outlook etc.)
4. Advanced Microsoft Office skills (Word, Excel, PowerPoint, Outlook etc.)
5. Completing transactions online
6. Using the internet to find solutions to problems
7. Being safe and legal online – e.g. understanding online risks and threats
8. Animation skills
9. Multimedia production skills
10. Graphic design / design engineering skills (incl. Computer Aided Design [CAD] skills)
11. Building and maintaining IT systems and networks
12. Web development skills
13. Application (“app”) programming and development skills

14. Data analysis / analytics / data science skills (using software such as R, SPSS, SAS, SQL etc.)
15. Skills using new or updated company software or systems
16. Artificial Intelligence (AI) skills
17. Other skills (SPECIFY)
18. Don't know

ASK FOR OCCUPATION SELECTED AT SE2

SE4. Turning now to skills relating to dealing with other people. Which, if any, of the following skills do you feel will need improving among your [OCCUPATION FROM SE2] over the next 12 months?

DS – ROTATE ORDER OF SKILLS (CODES 2, 3 AND 4 (SALES, CUSTOMER HANDLING AND PERSUADING) SHOULD ALWAYS APPEAR IN THIS ORDER. NONE & DON'T KNOW MUST ALWAYS APPEAR LAST).

MULTICODE.

1. Instructing, teaching or training people
2. Sales skills
3. Customer handling skills
4. Persuading or influencing others
5. Team working
6. Managing or motivating other staff
7. Ability to manage own time and prioritise own tasks
8. Setting objectives for others and planning human, financial and other resources
9. Managing their own feelings, or handling the feelings of others
10. Making speeches or presentations
11. None of the above (SINGLE CODE ONLY)
12. Don't know (SINGLE CODE ONLY)

Workforce development

ASK ALL

SF4. Over the past 12 months have you arranged or funded any OFF-THE-JOB training or development for employees [IF MULTISITE (SA3=2): on the payroll at this site]? By OFF-THE-JOB training we mean training beyond that which takes place on-the-job or as part of their normal work duties. This could be undertaken on your premises, at a provider, at home or elsewhere.

1. Yes
2. No
3. Don't know

ASK ALL

SF4A. And have you arranged or funded any ON-THE-JOB or informal training and development over the last 12 months - by this I mean activities that would be recognised as training by the staff, and not the sort of learning by experience which could take place all the time.

1. Yes
2. No
3. Don't know

IF NO TRAINING ARRANGED IN PAST 12 MONTHS (SF4=2 AND SF4A=2)

SF5. You mentioned that you have not arranged or funded training for any of this site's employees over the past 12 months. What are the reasons for this?

MULTICODE.

1. No training available in relevant subject area
2. The courses interested in are not available locally
3. The quality of the courses or providers locally is not satisfactory
4. Difficult to get information about the courses available locally
5. I don't know what provision is available locally
6. The start dates or times of the courses are inconvenient
7. No money available for training
8. External courses are too expensive
9. Managers have lacked the time to organise training
10. Employees are too busy to give training
11. Employees are too busy to undertake training and development
12. Training is not considered to be a priority for the site
13. All our staff are fully proficient / no need for training
14. Trained staff will be poached by other employers
15. COVID-19 meant that planned training courses were suspended / unavailable
16. COVID-19 has made staff reluctant to travel to or attend training courses
17. Other (WRITE IN)
18. No particular reason (SINGLE CODE ONLY)

ASK IF PROVIDE TRAINING AT ALL (SF4=1 OR SF4A=1).

SF6. Which of the following types of training have you arranged or funded for employees at this site over the past year?

MULTICODE.

1. Basic induction training new staff receive when they start the job
2. More extensive induction training for new staff
3. Health & safety/first aid training
4. Job specific training
5. Supervisory training
6. Management training
7. Training in new technology
8. Any other types? (SPECIFY)
9. None of these (SINGLE CODE ONLY)
10. Don't know (SINGLE CODE ONLY)

ASK IF PROVIDE H&S / BASIC INDUCTION TRAINING (SF6=1 OR 3) UNLESS THEY HAVE ONLY CODED 1 AND/OR 3 AT SF6 IN WHICH CASE SKIP QUESTION AND AUTOMATICALLY CODE TO 100%

SF7A. And how much of the training that you have arranged or funded has been for [IF SF6=3 health & safety] [IF SF6=1 AND 3 or] [IF SF6=1 basic induction training new staff receive when they start the job]?

1. Less than 20%
2. 20-49%
3. 50-80%
4. More than 80% but not all
5. All of it (100%)
6. Don't know

ASK IF PROVIDE TRAINING AT ALL (SF4=1 OR SF4a=1).

SF7B. Have you arranged or funded any training for staff in the last 12 months which has involved....?

MULTICODE

1. Online training or e-learning
2. Other self-learning where the employee does the learning at a time of their own choosing
3. Don't know (SINGLE CODE ONLY)
4. None of these (SINGLE CODE ONLY)

ASK IF PROVIDE TRAINING AT ALL (SF4=1 OR SF4A=1)

SF8. [IF BOTH ON AND OFF-THE-JOB (SF4DUM=1): Thinking about both on- and off-the-job training,] Over the last 12 months how many staff employed at this site have you funded or arranged training and development for, including any who have since left?

RECORD NUMBER _____

SF8RAN. PROMPT WITH RANGE IF DON'T KNOW (SF8=DK:

1. 1-2
2. 3-4
3. 5-9
4. 10-19
5. 20-29
6. 30-39
7. 40-49
8. 50-99
9. 100-199
10. 200 or more
11. Don't know

IF NUMBER TRAINED IS MORE THAN DOUBLE THE NUMBER OF CURRENT STAFF (SF8>(SA1 x 2))

SF8CHK. You said you currently have [INSERT VALUE FROM SA1] employees but you have trained [SF8 FIGURE] staff in the past 12 months, is this correct?

1. Yes
2. No

IF NUMBER TRAINED IS THE SAME AS NUMBER OF CURRENT STAFF (SF8=SA1)

SF8CHK2. Where these all your current staff?

1. Yes
2. No

IF PROVIDE TRAINING AT ALL ((SF4=1 OR SF4A=1) AND (SF8CHK2=2 OR SF8CHK2=NOT ASKED))

SF9. Over the last 12 months which occupations have you arranged or funded training for [SF4DUM=1:, whether on- or off-the-job]?

CATI – SHOW ALL OCCUPATIONS MENTIONED AT SD5-SD7/SD5C, PLUS (AS LONG AS NOT ALL 9 CATEGORIES ANSWERED YES AT SD5–SD7/SD5C) ‘ANY OTHER OCCUPATIONS’

WRITE IN

SF10. You said you had arranged or funded training for [SF8 FIGURE OR SF8RANGE] staff in the last 12 months, including any who have since left. How many of these were

1. Managers, Directors and senior officials
2. Administrative and secretarial occupations
3. Elementary occupations
4. Process, plant and machine operatives
5. Sales and customer service occupations
6. Caring, Leisure and Other Service Occupations
7. Skilled trades occupations
8. Associate professional and technical occupations
9. Professional occupations

10. Any other occupations (WRITE IN)

ASK IF SUM SF10 DOES NOT EQUAL SF8 (OR IS GREATER THAN TOP OF SF8RAN BAND OR LESS THAN THE BOTTOM OF SF8RAN BAND)

SF10CHK. You said that in the last 12 months that you trained [SF8] staff, but the sum of the occupations that you have trained total [SF10SUM]. Do you wish to amend the overall figure or the number within each occupation?

1. Total figure
2. Occupation figure

IF PROVIDE TRAINING AT ALL (SF4=1 OR SF4A=1)

SF11. Over the last 12 months, on average, how many days training and development [SF4DUM=1:;whether on- or off-the-job,] have you arranged for EACH MEMBER OF STAFF receiving training?

RECORD NUMBER _____

SF11RAN. IF DON'T KNOW AT SF11, PROMPT WITH RANGES

1. Less than a day
2. 1 day
3. 2 days
4. 3 – 4 days
5. 5 – 6 days
6. 7 – 8 days
7. 9 – 10 days
8. 11 – 12 days
9. 13 – 14 days
10. 15 – 16 days
11. 17 – 18 days
12. 19 – 20 days

13. More than 20 days

IF MORE THAN 20 AT SF11 OR CODE 13 AT SF11RAN

SF11CHK. Can I check that, on average, EACH MEMBER OF STAFF receiving training and development has received [INSERT ANSWER FROM SF11 IF GAVE ABSOLUTE FIGURE OR “more than 20” IF CODE 13 ON DON’T KNOW RANGE] days training over the last 12 months?

1. Yes
2. No

IF MODULE B (AND PROVIDE TRAINING (MODULE=2 AND (SF4=1 OR SF4A=1))

PD6B. Has your site [IF MULTISITE (SA3=2): or organisation] provided any EXTERNAL training for employees in the past 12 months? By external training we mean any training that has been delivered by people who are not immediate employees of your organisation.

1. Yes
2. No
3. Don’t know

ASK ALL WHO DO EXTERNAL TRAINING (PD6B=1)

PD8. Which of the following external sources of training has your site used in the past 12 months...?

MULTICODE.

1. IF ENGLAND, NI or WALES: Further Education Colleges IF SCOTLAND: Scottish Colleges
2. Universities or other Higher Education institutions
3. Other commercial organisations, for example consultants or private training providers
4. Regulatory bodies
5. Your customers
6. Any of your suppliers

7. Other non-profit making organisations, for example employer associations, voluntary organisations
8. Other (SPECIFY)
9. No external providers used
10. Don't know

ENGLAND/NI ONLY AND USED FE COLLEGES (MODULE=2 AND COUNTRY=1-2 AND PD8=1)

NDA8A. To what extent would you agree or disagree that Further Education (FE) colleges...?

SINGLE CODE PER ROW.

RESPONSE OPTIONS: Strongly agree / Tend to agree / Neither agree nor disagree / Tend to disagree / Strongly disagree

1. Offer training in the skills areas that your employees require
2. Offer flexibility around business needs (e.g. in terms of the format and timing of training)
3. Tailor and develop the content of their training to meet your employees' needs

ENGLAND/NI ONLY AND USED COMMERCIAL TRAINING PROVIDERS (MODULE=2 AND COUNTRY=1-2 AND PD8=3)

ND8B. To what extent would you agree or disagree that commercial training providers...?

SINGLE CODE PER ROW.

RESPONSE OPTIONS: Strongly agree / Tend to agree / Neither agree nor disagree / Tend to disagree / Strongly disagree

1. Offer training in the skills areas that your employees require
2. Offer flexibility around business needs (e.g. in terms of the format and timing of training)
3. Tailor and develop the content of their training to meet your employees' needs

ASK ALL PROVIDING TRAINING (SF4=1 or SF4A=1)

SF12. Thinking now about qualifications, how many of the [IF INTEGER OR RANGE GIVEN AT SF8: SF8 INTEGER OR BAND] people that you have funded or arranged training for, [IF OFFER BOTH ON AND OFF THE JOB TRAINING (SF4=1 AND SF4A=1: whether on- or off-the-job,] over the past 12 months, are or were being trained towards a nationally recognised qualification?

RECORD NUMBER _____

PROMPT WITH RANGE IF DON'T KNOW AT SF12 (SF12=DK)

1. None
2. 1-2
3. 3-4
4. 5-9
5. 10-19
6. 20-29
7. 30-39
8. 40-49
9. 50-99
10. 100-199
11. 200 or more
12. Don't know how many but there were some
13. Don't know if any

ASK IF TRAINING TOWARDS A NATIONALLY RECOGNISED QUALIFICATION AND ENGLAND, NI OR WALES ([SF12>0 or SF12 BANDS = 2-12]) & (COUNTRY=1,2,4)

SF13. And still thinking about the training you have arranged or funded towards nationally recognised qualifications, [IF SF12=1: is or was this member of, IF SF12>1: are or were any of these members of] staff being trained towards any of the following types of qualification in the last 12 months...

1. Level 1 qualifications such as an NVQ Level 1 or BTEC Introductory Diploma
2. Level 2 qualifications such as an NVQ Level 2, GCSEs or BTEC First Diploma
3. Level 3 qualifications such as an NVQ Level 3, A-Levels or BTEC Nationals [IF WALES]: or the Advanced Level Welsh Baccalaureate
4. Level 4 and 5 qualifications such as NVQ Levels 4 & 5, higher national certificates and diplomas, or foundation degrees
5. Level 6 qualifications or above, such as degrees, or higher level NVQs, or graduate and post-graduate certificates and diplomas

ASK IF TRAINING TOWARDS A NATIONALLY RECOGNISED QUALIFICATION AND SCOTLAND ([SF12>0 or SF12 BANDS = 2-12]) & (COUNTRY=3)

SSF13. And still thinking about the training you have arranged or funded towards nationally recognised qualifications, [IF SF12=1: is or was this member of, IF SF12>1: are or were any of these members of] staff being trained towards any of the following types of qualification in the last 12 months?

1. SCQF Level 4 qualifications such as an SVQ Level 1, Intermediate 1, National 4, or General Standard Grade
2. SCQF Level 5 qualifications such as an SVQ Level 2, Intermediate 2 National 5 or Credit Standard Grade
3. SCQF Level 6 qualifications such as an SVQ Level 3, or Highers or Advanced Highers
4. SCQF Level 7 qualifications or above such as degrees, HNC/HNDs, postgraduate degrees or high level specialist professional qualifications

ASK ALL ENGLAND EMPLOYERS IN MODULE A (COUNTRY=1 AND MODULE=1)

NC38. I now have a question about the Lifelong Learning Entitlement, also known as the LLE, which will replace the student finance system for post-18 education. It

will allow learners to study more flexibly and enable employers to address skills gaps. Employers will be able to collaborate with educational providers to co-design modules to meet their skills needs.

Before today, which of the following would have best described your awareness of the LLE?

SINGLE CODE.

1. You had not heard of it
2. You had heard of it but did not know what it is and how it can be used
3. You had heard of it and had some knowledge of what it is and how it can be used
4. You had a good knowledge of it and how it can be used
5. Don't know

ASK ALL ENGLAND EMPLOYERS IN MODULE A (COUNTRY=1 AND MODULE=1)

NC41. Skills Bootcamps are flexible training courses for adults aged 19 and over. They last up to 16 weeks and offer participants a job interview on completion.

Before today, which of the following would have best described your awareness of Skills Bootcamps?

SINGLE CODE.

1. You had not heard of them
2. You had heard of them but did not know what they involve
3. You had heard of them and had some knowledge of what they involve
4. You had a good knowledge of them and what they involve
5. Don't know

Vocational Qualifications (Module B)

IF MODULE B (MODULE=2) AND DOES EXTERNAL TRAINING (PD6B=1)

PD13. Has your site arranged or funded training designed to lead to a recognised VOCATIONAL qualification in the last 12 months?

1. Yes
2. No
3. Don't know

ASK ALL THOSE WHO HAVE TRAINED IN THE PAST 12 MONTHS (SF4=1 or SF4A=1)

SF15A. If you could have done, would you have provided MORE training for your staff than you were able to over the last 12 months?

1. Yes
2. No
3. Don't know

ASK TO ALL WHO WOULD HAVE PROVIDED MORE TRAINING IF THEY COULD AND NORTHERN IRELAND OR SCOTLAND OR WALES (SF15A=1 AND COUNTRY=2/3/4)

SF15B. What barriers, if any, have there been preventing your organisation providing more training over the last 12 months for staff at this location?

1. Lack of funds for training / training expensive
2. Can't spare more staff time (having them away on training)
3. Staff now fully proficient / don't need it
4. Staff not keen
5. A lack of GOOD local training providers
6. Lack of provision (e.g. courses are full up)
7. Difficulty finding training providers who can deliver training where or when we want it
8. A lack of appropriate training / qualifications in the subject areas we need
9. Hard to find the time to organise training
10. Lack of knowledge about training opportunities and/or suitable courses

11. Other (SPECIFY)

12. None

13. Don't know

Apprenticeships (Module A)

ASK IF MODULE A (MODULE=1)

PD22. I'd now like to ask some questions about apprenticeships. By apprenticeships I mean those which follow a formal framework or standard, and lead to a nationally recognised qualification.

Do you currently have any staff undertaking apprenticeships at this site?

1. Yes

2. No

3. Don't know

IF NO CURRENT APPRENTICES (PD22=2/3)

PD23. Do you currently offer apprenticeships at this site?

SINGLE CODE.

1. Yes

2. No

3. Don't know

IF NO CURRENT APPRENTICES AND NOT OFFERED AND ENGLAND OR SCOTLAND (PD23=2/3 AND COUNTRY=1/3)

PD23I. Has your site offered apprenticeships in the last 3 years?

1. Yes

2. No

3. Don't know

IF HAVE OR OFFER APPRENTICESHIPS IN SCOTLAND (PD22=1 OR PD23=1) AND COUNTRY=3

PD22NW. Are the apprenticeships you offer....?

MULTICODE.

1. Modern apprenticeships
2. Graduate apprenticeships
3. Foundation apprenticeships
4. None of these
5. Don't know

ASK IF ENGLAND, NI OR SCOTLAND AND IF NOT OFFERED CURRENTLY OR IN THE LAST 3 YEARS ((PD23I=2 or 3 & COUNTRY=1 or 3) OR (PD23=2/3 AND COUNTRY=2)

PUE2A. Has your site considered offering apprenticeships in the last 3 years?

1. Yes
2. No
3. Don't know

IF HAVE OR OFFER APPRENTICESHIPS IN NI, SCOTLAND AND WALES ((PD22=1 OR PD23=1) AND COUNTRY=2-4)

PD23A. Do you currently offer apprenticeships at this site to...?

SINGLE CODE.

1. 16-18 year olds
2. 19-24 year olds
3. Those aged 25 or over
4. Existing employees
5. New employees recruited specifically as apprentices

IF HAVE OR OFFER APPRENTICESHIPS AND ENGLAND OR SCOTLAND (PD22=1 OR PD23=1 AND COUNTRY=1/3)

PD27I. How long has your site been offering formal apprenticeships?

SINGLE CODE

1. For a year or less
2. For more than a year, up to 3 years
3. More than 3 years, up to 5 years
4. More than 5 years up to 10 years
5. More than 10 years
6. Don't know

ASK IF STARTED OFFERING APPRENTICESHIPS IN LAST 3 YEARS AND ENGLAND (PD27I=1/2 AND COUNTRY=1)

PD27A. When your site first decided to offer apprenticeships, were you approached by an external organisation or individual, or was this something you actively decided to do yourselves?

1. Approached by another individual or organisation
2. Something you actively decided to do yourselves
3. A bit of both
4. Don't know

ASK IF APPROACHED BY INDIVIDUAL OR OTHER ORGANISATION ABOUT APPRENTICESHIPS AND ENGLAND (PD27A=1/3 AND COUNTRY=1)

PD27B. Who or what type of organisation approached you regarding your site offering apprenticeships?

MULTICODE.

1. The apprentice(s) themselves
2. IF England, Wales, Northern Ireland: A school / Further Education college / 6th form college

3. IF SCOTLAND: A school / college
4. A university / higher education institution
5. Another employer
6. A commercial provider
7. A professional body
8. A non-profit making organisation
9. Other (specify)
10. Don't know

ASK IF STARTED OFFERING APPRENTICESHIPS IN LAST 3 YEARS AND ENGLAND OR SCOTLAND (PD27I=1/2 AND COUNTRY=1/3)

PD27C. And why did you start offering apprenticeships?

MULTICODE.

1. Good way to get skilled staff
2. To ensure young people continue to enter the industry / company
3. Demand among existing staff
4. We wanted to upskill current staff
5. Good way to give young people a chance in employment
6. We could shape our own Apprenticeship framework or standard
7. We were encouraged to do so by training providers
8. Availability of grants or incentives to support it
9. Because of the Apprenticeship Levy
10. IF SCOTLAND: Encouragement / support from a Developing the Young Workforce (DYW) Lead or Regional Group
11. Other (SPECIFY)
12. Don't know

IF ENGLAND AND DON'T OFFER APPRENTICESHIPS (COUNTRY=1 AND PD23=2/3)

PD28. Which of the following best describes your knowledge of apprenticeships?

SINGLE CODE.

1. I have not heard of Apprenticeships
2. I have heard the term but do not know what is involved
3. I am aware of them and have some knowledge of what is involved
4. I am aware of them and have a good knowledge of what is involved
5. Don't know

IF DON'T OFFER BUT ARE AWARE OF APPRENTICESHIPS (PD28 = 2-4)

PD33. Why does your site not currently offer apprenticeships?

MULTICODE.

1. IF PD23I=2/3: Never have before so haven't considered it
2. We cannot currently afford to
3. Prefer other forms of training
4. Prefer to recruit experienced staff
5. All our staff fully skilled, no need
6. Apprenticeships are not offered for our industry
7. We are not looking to recruit new staff
8. They are not suitable due to the size of site
9. IF PD23I=1: Past apprentices have not been of a good standard
10. Because of recent reforms (needing to make a 5% contribution to the costs)
11. Because of recent reforms (minimum 20% of apprentices' hours being off-the-job training)
12. We were not able to offer placements during lockdowns / COVID
13. Other (SPECIFY)

14. Don't know

ASK ALL MODULE A (MODULE=1)

PD34. Does your site plan to offer apprenticeship in future?

1. Yes
2. No
3. Don't know

IF HAVE CURRENT APPRENTICES AND PLAN TO CONTINUE OFFERING AND ENGLAND (PD22=1 AND PD34=1 AND COUNTRY=1)

PD27E. And over the next 2 years, do you expect the number of apprentices you have at this site to increase, stay about the same, or decrease?

SINGLE CODE.

1. Increase
2. Stay about the same
3. Decrease
4. Don't know

IF EXPECT NUMBER OF APPRENTICES TO INCREASE (PD27E=1)

PD27F. Why do you expect the number of apprentices at this site to increase over the next 2 years?

MULTICODE.

1. Good experiences of Apprenticeships in the past
2. Business growth

3. Increased demand for Apprenticeship positions
4. Apprenticeships are becoming easier to recruit
5. Introduction of the Apprenticeship Levy in 2017
6. Increased range of Apprenticeship options (incl. Degree Apprenticeships)
7. We have been encouraged to do so by other organisations
8. Other (SPECIFY)
9. Don't know

IF EXPECT NUMBER OF APPRENTICES TO STAY THE SAME (PD27E=2)

PD27G. Why do you not expect the number of apprentices at this site to increase over the next 2 years?

MULTICODE

1. Content with current number / no business need to increase
2. Lack of business growth
3. Lack of demand for Apprenticeship positions
4. We cannot currently afford to offer more
5. Introduction of the Apprenticeship Levy in 2017
6. Prefer other forms of training
7. Prefer to recruit experienced staff
8. All our staff are fully skilled, no need
9. We are not looking to recruit new staff
10. Because of recent reforms (needing to make a 5% contribution to the costs)
11. Because of recent reforms (minimum 20% of apprentices' hours being off-the-job training)
12. Other (SPECIFY)
13. Don't know

IF EXPECT NUMBER OF APPRENTICES TO DECREASE (PD27E=3)

PD27H. Why do you expect the number of apprentices at this site to decrease over the next 2 years?

MULTICODE.

1. Bad experience with training providers
2. Apprentices have not been of a good enough standard
3. Lack of demand for Apprenticeship positions
4. We cannot currently afford to offer more
5. Introduction of the Apprenticeship Levy in 2017
6. Prefer other forms of training
7. Prefer to recruit experienced staff
8. All our staff are fully skilled, no need
9. We are not looking to recruit new staff
10. Because of recent reforms (needing to make a 5% contribution to the costs)
11. Because of recent reforms (minimum 20% of apprentices' hours being off-the-job training)
12. Other (SPECIFY)
13. Don't know

ASK ALL WHO PLAN TO OFFER IN FUTURE BUT DO NOT CURRENTLY OFFER THEM (PD34=1 AND (PD23=2/3))

PD34II. What are the main reasons why your site is intending to start offering apprenticeships in the future?

MULTICODE.

1. Good way to get skilled staff
2. To ensure young people continue to enter the industry / company

3. We are looking to expand the business
4. Demand among existing staff
5. We want to upskill current staff
6. Good way to give young people a chance in employment
7. We can shape our own Apprenticeship framework or standard
8. We were encouraged to do so by training providers
9. Availability of grants to support it
10. Changes following the introduction of the Apprenticeship Levy
11. Incentives for hiring apprentices
12. Other (SPECIFY)
13. Don't know

IF HAVE OR OFFER APPRENTICESHIPS AND DO NOT PLAN TO OFFER APPRENTICESHIPS IN THE FUTURE ((PD22=1 OR PD23=1) AND PD34=2)

PD34A. Is there any particular reason you do not plan to offer apprenticeships in the future?

MULTICODE

1. Past apprentices have not been of a good standard
2. We cannot currently afford to
3. Prefer other forms of training
4. Prefer to recruit experienced staff
5. All our staff fully skilled, no need
6. We are not looking to recruit new staff
7. They are not suitable due to the size of site
8. IF ENGLAND, NI OR WALES: Because of recent reforms (needing to make a 5% contribution to the costs)
9. IF ENGLAND, NI OR WALES: Because of recent reforms (minimum 20% of apprentices' hours being off-the-job training)

10. Ongoing financial impacts of the COVID-19 pandemic on the business
11. No particular reason
12. Other (SPECIFY)
13. Don't know

ASK MODULE A AND WALES AND HAVE CURRENT APPRENTICES (MODULE=1 & COUNTRY = 4 & (PD22=1)

ND42. Do any of your current apprentices undertake their qualifications through the medium of Welsh or bilingually?

1. Yes
2. No
3. Don't know
4. Not applicable / no current apprentices who have undertaken the qualification part of their apprenticeship yet

ASK ALL MODULE A AND WALES (MODULE=1 & COUNTRY=4)

ND43. Some apprenticeships qualifications are currently available through the medium of Welsh or bilingually. Would your site benefit from a wider range of qualifications being made available through the medium of Welsh or bilingually?

1. Yes
2. No
3. Don't know

Skills utilisation / High performance working (Module D – NI, Wales and Scotland only)

ASK ALL MODULE D EXCEPT ENGLAND ((COUNTRY=2/3/4) & MODULE=4)

SD20. A National Occupational Standard is a statement that describes what an individual needs to do, know and understand to be competent in an occupation. These have been developed by Sector Bodies or Sector Skills Councils working with their employers.

Which of these best describes your awareness of the National Occupational Standards for your industry or sector?

SINGLE CODE.

1. You have not heard of National Occupational Standards
2. You are aware of them but do not know what they are
3. You are aware of them and have some knowledge of what they include
4. You have a good knowledge of them and what they include
5. Don't know

IF AWARE WITH SOME KNOWLEDGE (SD20=3-4):

SD21. Does your site use the National Occupational Standards covering your sector in any of the following ways?

DS: RANDOMISE RESPONSES

MULTICODE.

1. To develop job descriptions or guide recruitment criteria
2. To develop training plans to meet your site's skills needs
3. For succession planning or competency frameworks
4. For staff appraisals or performance management
5. Are they used in any other ways? (SPECIFY)

6. National Occupational Standards are not used by this site (SINGLE CODE ONLY)
7. Don't know (SINGLE CODE ONLY)

ASK ALL MODULE D EXCEPT ENGLAND (MODULE=4 AND COUNTRY 2-4)

SG1. Does your site...?

SINGLE CODE FOR EACH.

1. IF SA1>9: Create teams of people, who don't usually work together, to work on a specific project
2. Have an equal opportunities policy
3. Have formal procedures in place for employee consultation such as a staff association, employee forum or trade union consultation
4. Currently hold any of the ISO 9000 Standards
5. Consult with trade unions for reasons other than negotiations about pay and conditions
6. Conduct training needs assessments
7. IF SA1DUM>3: Publish data about your site's gender pay gap
8. IF SA1DUM>3: Publish data about your site's ethnicity pay gap
9. IF SA1DUM>3: Publish data about your site's disability pay gap

ASK ALL MODULE D EXCEPT ENGLAND (MODULE=4 AND COUNTRY=2-4)

SG5. To what extent would you say employees at your site...?

SINGLE CODE FOR EACH.

RESPONSE OPTIONS: To a large extent / Some extent / Not much / Not at all / Don't know

1. Have variety in their work
2. Have discretion over how they do their work
3. Have access to flexible or hybrid working arrangements

WALES ONLY AND MODULE D (COUNTRY=4 AND MODULE=4)

NG6. Does your site have any staff who are ordinarily resident outside the UK and who are currently working in the UK on a visa?

1. Yes
2. No
3. Don't know

IF YES AT NG6 (NG6=1)

NG7. Is your organisation currently actively sponsoring visas for any of the staff your site employs who are from outside the UK? By sponsoring, we mean that you covered the expenses of the applicant to obtain a visa to work for your site.

1. Yes
2. No
3. Don't know

Artificial Intelligence and Net Zero

ASK ALL

SA14. We are now going to talk about your site's use of Artificial Intelligence, also known as AI.

Does your site currently use AI? By AI, we mean machines or software than can imitate human behaviour such as problem-solving, learning, playing and communicating.

SINGLE CODE.

1. Yes
2. No
3. Don't know

IF USE AI (SA14=1)

SA14A. How long has your site been using AI?

SINGLE CODE.

1. Started in the last 12 months
2. 1 to 3 years
3. Over 3 years
4. Don't know

IF DON'T USE AI (SA14=2)

SA14B. Is your site planning to adopt AI?

SINGLE CODE.

1. Yes – over the next 12 months
2. Yes – in 1 to 3 years' time
3. Yes – in over 3 years' time
4. No plans to adopt AI
5. Don't know

ASK IF USE AI (SA14=1)

SA15. Over the next three years, to what extent do you think AI technologies will become more embedded into your site's processes and operations?

SINGLE CODE.

1. To a great extent
2. To some extent
3. Not at all
4. Don't know

ASK ALL

SA18. The next question may or may not feel applicable, but we need to ask as it could apply to some employers in your sector.

Thinking about your site's MAIN business activity, does it involve protecting or restoring the environment?

This could include:

- **Designing, manufacturing or installing energy efficient products**
- **Activities related to renewable energy, alternative fuels and nuclear power**
- **Tackling environmental challenges**
- **Waste and water management**
- **Conservation, nature protection and restoration**

SINGLE CODE.

1. Yes
2. No
3. Don't know

IF YES (SA18=1)

SA18A. Can I just check, were you thinking about your site's MAIN business activity when answering?

SINGLE CODE.

1. Yes
2. No
3. Don't know

ASK IF SCOTLAND OR WALES (COUNTRY=3/4)

SA17. The next question is about net zero plans.

Which of the following best describes your site's plans in relation to net zero?

SINGLE CODE.

1. We are already at net zero
2. We have a strategy in place to become net zero
3. We are planning to put a strategy in place to become net zero
4. We have no plans to become net zero
5. Don't know / Prefer not to say

Closing questions

ASK ALL

SI1. Thank you for taking the time to speak to us today. Occasionally it is necessary to call people back to clarify their answers; may we please call you back if required?

1. Yes
2. No

ASK ALL

SI8. Can I check, the company is [COMPANY NAME FROM SAMPLE]?

1. Yes
2. No. WRITE IN CORRECT COMPANY NAME: _____

IF TRAIN AT ALL (SF4=1 OR SF4A=1)

SI3. The Department for Education [WALES (COUNTRY=4): and the Welsh Government] [NI (COUNTRY=2): and the Department for the Economy in Northern Ireland] [SCOTLAND (COUNTRY=3): and the Scottish Government] will be conducting follow up research in the next few weeks about training expenditure. This will involve sending some questions by email then collecting answers through a short telephone call. Would this be possible?

1. Yes
2. No

ASK IF AGREE TO IIT RECONTACT (SI3=1)

SI3B. Can you tell me your email address?

WRITE IN ADDRESS _____

ASK IF NOT NULL/REFUSED AT I3B

SI3C. I have that as [EMAIL ADDRESS RECORDED AT SI3B] - is that right?

1. Yes
2. No

ASK ALL

SI3A. Would you like us to email you a summary report of the findings of this survey, once the results are published in 2025?

1. Yes
2. No

IF WOULD LIKE EMAIL SUMMARY AND NOT ALREADY GIVEN EMAIL AT SI3B (SI3A=1 AND SI3B=SYSMIS)

SI3D. Can you tell me your email address?

WRITE IN ADDRESS _____

ASK IF NOT NULL/REFUSED AT SI3D

SI3E. I have that as [EMAIL ADDRESS RECORDED AT SI3D] - is that right?

1. Yes
2. No. CONFIRM CORRECT ADDRESS.

ASK ALL

SI2. If the Department for Education and their partners in this survey wish to carry out follow-up research within the next 2 years on related issues, would it be ok for them or their appointed contractors to contact you?

1. Yes – both client and/or their contractors may recontact
2. Only the client may recontact
3. No

ASK IF AGREE TO CLIENT AND/OR CONTRACTOR RECONTACT (SI2=1/2)

SI2A. Would it be OK if the selection for this follow-up research is based on your responses to this survey?

1. Yes
2. No

ASK ALL

SI4. I have your postcode as [POSTCODE FROM SAMPLE] is this correct?

1. Yes
2. No. CONFIRM CORRECT POSTCODE.

ASK IF AGREE TO ANY RECONTACT (SI1=1 OR SI2=1/2 OR SI3=1)

SI6. And can I confirm the best number to contact you on is [TELEPHONE NUMBER FROM SAMPLE]?

1. Yes
2. No. COLLECT CORRECT NUMBER.

ASK IF AGREE TO ANY RECONTACT (SI1=1 OR SI2=1/2 OR SI3=1)

SI6A. and can I please take your name and job title?

1. Name: (WRITE IN)
2. Job title: (WRITE IN)

ASK ALL

SI7. Finally, it is sometimes possible to link the data we have collected with other government surveys or datasets to enable further statistical analysis. Would you be happy for this to be done?

1. Yes
2. No

THANK AND CLOSE.